



The SPS Connection

March/April 2005

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- ☐ Contracting Officer
- ☐ Sys. Admin.
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We've opened a new section in the newsletter for you, the readers, to send in your questions about SPS and related programs.

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Colonel's Corner

While our focus now is supporting Version 4.2 Increment 2 deployments, we believe it's never too early to plan for the future ...

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Continuity of Operations

Unexpected events, from natural disasters to terrorist activities, can throw a wrench in the most well maintained servers in the SPS community, possibly leading to catastrophic loss of data. The best defense against the unknown is to develop and maintain sound database backup procedures.

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Service Talk

This is the place to hear directly from your SPS Desk Officers, from conference announcements and breaking news to kudos and status updates. Service Talk is where you'll find important news.

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Who's Who: Mr. Ron Poussard

Mr. Ron Poussard, Deputy Director, Defense Acquisition Regulations System (DARS), oversees the development and implementation of the contracting rules for the Department of Defense.

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Tips & Tricks

In this article, we review how the matchmaker screen works and explain how to match multiple PR line items to one IDIQ CLIN without being surprised to find only one PR line item pulled into your delivery order.

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PGI: A Resource for SPS Users

The Defense Acquisition Regulations System (DARS) now offers contracting professionals a single-access point to internal Department of Defense (DoD) acquisition procedures, policy and training.

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Click [here](#) to send your SPS-related comments, questions, or issues to SPS Desk Officers.

The SPS Connection welcomes all articles, photos and letters from SPS users and the community at large. Please send your input to [The SPS Connection Editor](#).

The SPS Connection is the Official SPS Joint Program Management Office (JPMO) Newsletter, published on-line monthly by the SPS JPMO to provide SPS users with information about the program, policies, technical developments, operations, trends and ideas of and about SPS.

V4.2.3: Planning for Change Now

Never Too Soon to Think about the Future

While our focus right now is supporting Version 4.2 Increment 2 (v4.2.2) deployments, we believe it's never too early to plan for the future. The release of v4.2.3 in 2006 will take Department of Defense contracting to the Web for the first time — a huge step forward in enabling more strategic delivery of goods and services to the Warfighter.

Version 4.2.3's Procurement Desktop-Defense software is restructured to let users navigate the program with more ease than ever before. Moreover, the contracting process can be performed from start to finish anywhere there's an Internet connection.

Preparation for New Requirements is Underway

However, such milestones cannot be achieved without change. For that reason, our Functional Division is already hard at work determining the new requirements for v4.2.3 and developing a change management plan that will keep you informed and have you prepared.

I want you to know, I'm aware of the concerns about new skill sets for Systems



Administrators (SA) and new technical requirements needed to support the new version. Addressing these concerns is a top priority in our preparation for Increment 3. Currently in the works are:

- A communications plan to keep you informed every step of the way, including information on new requirements so there are no surprises
- A distributed training program with online tutorials and instructional CDs
- An on-site deployment process where teams of experts will visit your site to help with the upgrade process. *V4.2.3 will not be a self-upgrade*

V4.2.3: Planning for Change Now [continued]

RWG Meets to Define Inc. 3 Reporting Requirements

Along these lines, I'd like to mention that the Reports Working Group (RWG) was re-initiated in October and is meeting regularly to define reporting requirements for Increment 3. The RWG is a part of the recently restructured Standard Procurement System (SPS) Requirements Process. More information on the RWG and an overview of the new Requirements Process is available on the [SPS Web site](#).

Final Thought...

Through the years, the SPS community has successfully navigated the changes that have come with the release of each new version, and I have no doubt we'll make the transition to v4.2.3 with flying colors! ●

— Jacob N. Haynes, COL, AC, Standard Procurement System Program Manager

V4.2.2 Self-Upgrade Workshops to be Rescheduled

The remaining v4.2.2 Self-Upgrade Workshops have been cancelled due to delays in deployments. The Joint Program Management Office will reschedule the workshops at a later date.

This includes the Self-Upgrade Workshops originally scheduled for:

- March 15-17
- April 5-7

For more information and updates on the workshop schedule, log on to the [SPS Center of Excellence](#).

November's DoD E-Business/SPS Joint Users' Conference is highlighted in the current issue of *Defense AT&L*. Read the [article](#) here.



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Service Talk

From the SPS Desk Officers to You!

This is the place to hear directly from your SPS Desk Officers! These are the folks responsible for SPS' success in your component.

From conference announcements and breaking news to kudos and status updates, Service Talk is where you'll find important news from the Desk Officers.

[Army](#) | [Navy/USMC](#) | [Air Force](#)
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Service Talk: Army

Is Your PD² Database Prepared For the Worst?

During the past 30 days, a few Army contracting offices have narrowly averted disaster with their Procurement Desktop-Defense (PD²) databases. One such site was faced with the unthinkable — they encountered a corruption in their database and after attempting to restore from their backup, they learned their backup was also corrupt! Faced with the possibility of losing almost five years of electronic contract data, with the assistance of the Army Response Team, the site was able to recover almost 99 percent of their database after some very long days and sleepless nights of row-by-row, table-by-table data recovery efforts.

Basically, the site committed the cardinal sin of database backups: they failed to regularly check their Backup and Server Logs. It is vital that every PD² System Administrator perform the four basic Database Consistency Checks (DBCCs):

- **1. Check Catalog**
(*dbcc checkcatalog*) — weekly
- **2. Check Allocation**
(*dbcc checkalloc*) — weekly



Soldiers of the U.S. Army 3rd Infantry Regiment—The Old Guard form up near the Capitol prior to marching the parade route during a rehearsal in Washington, D.C., on Jan. 16, 2005, for the 55th Presidential Inauguration.

- **3. Check Database**
(*dbcc checkdb*) — daily
- **4. Check Storage**
(*dbcc checkstorage*) — weekly

All of the above DBCCs should be run at a minimum of **once every week**; the "Check Database" consistency check should be run **every day**. Monitoring DBCC results is very important to ensure your data stays intact and functional. DBCCs scour your database for inconsistencies and corrupt data that can affect performance, or possibly result in data loss. Ensuring that you have a

Service Talk: Army [continued]

proper backup is one of the most critical tasks the System Administrator can perform on the database.

The process of backing up your database and testing these backups is without question the most important job for the System Administrator. Backups should be completed daily and checked regularly (via load into the test database) to ensure viability. An outline of the process can be found in the *Technical Survival Guide*. Weekly full-file system backups are also strongly recommended to ensure all data is intact in the event of a server failure.

Your Error and Backup Logs should be examined for any errors each time the backup is run. Small inconsistencies can snowball into larger problems, including corruption, if not immediately addressed. Every Sybase server, regardless of operating system, will have an error log. Similarly, each server contains a backup log ("backup.log"). The Backup and Error Logs are located in the "sybase\ase-12_0\install" directory for Windows servers. For Unix servers, the Error Log is located in the "sybase/ase-12_0/install" directory, and the Backup Log is located in the "\$sybase/backup" directory. When problems are encountered by Sybase, error messages are recorded in these logs. The messages both contain the words "Warning" or "Error" in their titles — it is important that you don't ignore these messages.

Locate and check your server logs regularly — it is important to become familiar with not only the location, but the contents of each of these logs. They should be the first point of reference if any

problems occur. Creating shortcuts to these logs on your desktop will make them easily accessible in the future, speeding up response time to any problem that may arise.

We cannot stress the importance of conducting these routine checks more strongly. In addition to these tasks, you should periodically review your Continuity of Operations plan and ensure that you have an effective disaster recovery plan. These plans should incorporate how you and your local Directorate of Information Management will respond in the event of a disaster — either natural or man made.

You should be prepared for any contingency from a power outage, to a fallen tree resulting from a lightening storm, to a terrorist attack. Your plan should include where your emergency backup tapes are stored, how they will be recovered and the database restored. You should address what equipment will be required to bring your services back on line in order to keep your contracting operations going. Your plans should address how your backups are performed, how often and where your backup media (CDs) are maintained. You should always have an uninterrupted power supply at the ready in case of any unexpected power outage.

Do not let the unexpected happen to you!

If any problems are discovered, regardless of severity, please call the CACI Help Desk for assistance. ●

— Mr. George Chavis, Army SPS Desk Officer

Service Talk: Navy and Marine Corps

Navy Response Team Tips of the Month

FIPS 1700 Codes Update:

In a previous version of the Clause Installer, the Federal Information Processing Standard (FIPS) 1700 codes were not marked as active and thus did not appear in the DD350 Block E3 drop-down window. This issue can be resolved by running the 2/18 Clause Installer.

Naval Facilities Engineering Command Site Severity 1 Service Request:

After running the Clause Installer, users received a "Cannot connect to database, Error 4002 Login Failed" error message when attempting to log into Procurement Desktop-Defense (PD²). This impacted five databases and roughly 800 users. The problem was that the security checker login became locked. This account must be unlocked for a user to successfully log into PD². For additional information, please see [Knowledge Base Document #44820](#).

Army Site Backup Problem:

Recently, an Army site was unable to locate one of their database .dat files. In order for the Sybase Server to start, all .dat files must be present. While attempting to fix the problem and locate



U.S. Navy Sailors create a human chain in Banda Aceh, Indonesia, to load supplies on an SH-60 Seahawk USS ABRAHAM LINCOLN (CVN 72).

the database, the Help Desk discovered the sites' backups had not been working properly for **several months**. It is important to stress that sites make a good backup each night and **test the backup by restoring it into the test database**. In the event of a server/database issue, a current backup will eliminate the loss of more than one day's work.

SPS Deployment and Training Update

We're making steady progress on the upgrades to Version 4.2 Increment 2 (v4.2.2), and with the exception of the consolidated Fleet and Industrial Supply

Service Talk: Navy and Marine Corps [continued]

Center (FISC) database, all sites will be upgraded over the coming weeks. The Bureau of Medicine and Surgery has completed five of their eight self upgrades, with two scheduled for March and the last one in early April. The Marine Corps has completed three of 10 self upgrades, with two more in late February, two in March and three in April. For the first time in the history of the Navy Standard Procurement System (SPS) program, all Navy sites will be on the same software release by the spring of 2005!

V4.2.2 SR05 Testing in March

The JPMO is planning to have the Services test v4.2.2 Service Release 05 (SR05) and Adapter v2.2 beginning March 2. SR05 includes some technical fixes to allow PD² to run with Microsoft Office 2003 and also contains a critical functionality fix for the Naval Sea Systems Command Headquarters. Testing is taking place at Patuxent River through March 18. Thanks to those who volunteered.

Metrics Reminder

Each month sites using SPS in production are required to post their monthly SPS metrics (operational users, number of awards and dollars obligated) to the Deputy Assistant Secretary of the Navy Acquisition Metrics [Web site](#).

Desk Officer Turnover

This will be my last "Service Talk" for *The SPS Connection* as the contract IBM has with PEO IT ends on March 31, 2005. After an eight year association with the Navy CMO office, first as Coopers & Lybrand, then PricewaterhouseCoopers Consulting and now as IBM Business Consulting Services, it has been an

absolute pleasure to support the Navy for our firm and for me personally. We've come a long way from v3.5 initial operational capability to v4.2.2 SR05, and the road was bumpy at times, but as we turn over our support to a new team, I wish you fair winds and following seas, and thank you for all your support and the opportunity to work with the Navy contracting community professionals. ●

— [Mr. Eric Ferraro](#), Navy/Marine Corps SPS Desk Officer

Service Talk: Air Force

AFCIS Increment 2 Tools and Documentation

Providing a User Friendly Self-Upgrade

Air Force Contracting Information Systems (AFCIS) and the Air Force Customer Service Team are hard at work developing upgrade tools for the Standard Procurement System (SPS) Increment 2 self upgrades that are on the horizon. These tools and documentation are being developed to provide the most efficient upgrade at your site in order to minimize downtime from supporting your mission.

AFCIS is currently developing Increment 2 automation similar to the Increment 1 automation, which will minimize some of the manual work that site System Administrators would be required to perform for the self upgrade. Additionally, several supporting documents, still in draft form, have been developed and posted to the AFCIS Web site. Please see below for high-level information on each of these supporting documents:

- **Increment 2 Project Plan** — A Microsoft Project Schedule detailing the specific tasks required to prepare for the Air Force-wide Increment 2 upgrades. The tasks are planning tasks, and not site-specific tasks



Air Force Staff Sgt Jesse Meno, Crew Chief from the 718 Aircraft Maintenance Squadron, along with loadmasters from the 21st Airlift Squadron help offload a HH-60 Pavehawk helicopter from a C-5 Galaxy at Kadena Air Base, Japan, on Jan. 28, 2005.

- required to actually perform the upgrade. This schedule details the task names, task initiation and completion dates and responsible parties for each task.
- **Increment 2 Pre- During- and Post-Upgrade Guide** — This is the all-encompassing Air Force Increment 2 upgrade document. This Guide will walk Air Force Base (AFB) site System Administrators through each step of the upgrade process by providing detailed upgrade

Service Talk: Air Force [continued]

- instructions and screenshots. This document is similar to the Pre- During- and Post-Upgrade Guide used during the Air Force Increment 1 deployment.
- **Increment 2 Upgrade Checklist** — A subset of the Increment 2 Pre- During- and Post-Upgrade Guide, this checklist encompasses all Air Force Pre During and Post Upgrade tasks a site will perform during the overarching self upgrade. The checklist can be used as a quick reference while a site System Administrator performs the upgrade. The pre-upgrade tasks listed will be used in the development of the Increment 2 Instrument Panel to ensure site-specific readiness for the upgrade process.

Air Force Testing Efforts: Ensuring High Quality Products To Support Your Mission

The Air Force has been hard at work testing future SPS software builds to ensure high-quality products are deployed Air Force wide. AFCIS and other Air Force representatives have been working collectively on various testing efforts to specifically support the future implementation of SPS Increment 2. SSgt. Mitchell (AFCIS), TSgt. Pat Knepper (Air Combat Command) and Mr. Ed Blackledge (Air Mobility Command) participated in a "Translator Clarifications Exercise" at the SPS Joint Program Management Office (JPMO) in Fairfax, Va., January 24 - 27. SPS Increment 2 Service Release 05 (SR05) Software Acceptance Testing (SAT) will be conducted at AFCIS Gunter during the March 14- April 1 timeframe.

Testing efforts for SPS Increment 3 have also initiated. Ms. Myra Burroughs (AFCIS), March 1-11. Air Force Translator SAT will take place at AFCIS Gunter during the March 14-April 1 timeframe. Mr. Karl Gerhards (U.S. Air Forces in Europe), Mr. Bruce Smith (Hill AFB), Mr. Sean Halpin (Wright Patterson AFB) and Ms. Corrina Jackson (Ramstein AFB) participated in a "Functional Operation Scenario" working group session at the SPS JPMO in Fairfax, Va., February 7-11. This working session involved the development of various test scripts and scenarios for future Increment 3 testing efforts.

AFCIS also participated in an Increment 3 security test case scenario exercise at the SPS JPMO, February 16 -18. Air Force participation included Mr. Mark McVay (AFCIS), Mr. Randy Smith (AFCIS), Mr. Peter Lehmann (AFCIS), Mr. Jim Reeves (AFCIS) and Mr. Ray Sween (Lackland AFB). A special thanks goes out to all Air Force representatives who were involved in all mentioned testing efforts.

Air Force Increment 3 Overarching Integrated Process Team: Leading the Air Force Acquisition Community Forward

The Acquisition Domain (Director, Defense Procurement and Acquisition Policy) has undertaken the effort of transforming the enterprise to comply with the goals and directives of the Office of the Secretary of Defense, Acquisition Technology & Logistics. This direction mandates migration of all SPS operational users and legacy contracting

Service Talk: Air Force [continued]

systems/users to SPS Version 4.2 Increment 3 (v4.2.3) by October 1, 2006.

The Air Force has endorsed this transition that will impact over 8,000 Air Force users worldwide at 110 SPS operational sites, four Automated Contract Preparation System sites and 16 ConWrite sites. SPS v4.2.3 will provide these users a Web-based architecture and allow the contracting professionals to solicit, evaluate, write and award contracts from any computer with Web access and appropriate security permissions. Ms. Carolyn Lee, Director, Air Force Contracting Information Systems Program Office, has appointed Ms. Barbara Bullock, Air Force SPS Transition Program Manager, to lead this effort.

Weekly teleconferences are being conducted to review project status and ensure issues/problems are addressed in a timely manner. Several project documents have already been drafted, including the Air Force Acquisition Domain System Transition Plan and the Project Master Plan. Additional teams have also been established with key stakeholders and system experts to develop Annex Plans for Gap Analysis, Budget, Training, Hardware, Applications Migration, Data Migration, Communications/Networking/ Security, Interfaces, Processes, Testing, Change Management and Risk Management applicable to the SPS Increment 3 transition. The end goal of each annex plan is a consolidated Air Force-wide Increment 3 Implementation Plan.

Please be sure to keep a pulse on these Air Force Increment 3 efforts as we move forward together to support our mission. ●

– Ms. Susan Haskew, Air Force SPS Desk Officer



Matching Multiple PR CLINs to a Delivery Order

Let's say you have several line items within a Purchase Request (PR) that you would like to process on a delivery order, against an existing Indefinite Delivery Indefinite Quantity (IDIQ) contract. For example, the PR contains several line items for the same laser printers, which are covered by Contract Line Item Number (CLIN) 0001 on the IDIQ contract.

Using the traditional method — "attaching" PR line items to IDIQ CLINs using the matchmaker screen — you may think you can highlight the applicable CLIN in the left pane, then select several PR items in the right pane and bring them all into the delivery order by simply clicking "OK." However, the matchmaker functionality in Version 4.2 doesn't allow matching multiple PR line items in one step. Unable to do this, several users have contacted the Help Desk to report a "bug" not realizing that the system currently brings only one PR item in at a time.

In this article, we review how the matchmaker screen works and explain how to match multiple PR line items to one IDIQ CLIN without being surprised to find only one PR line item pulled into your delivery order.

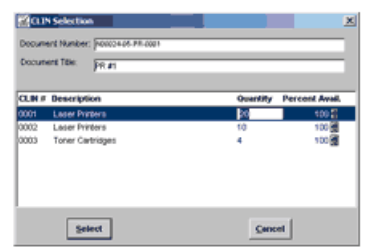
The Basics of Pulling PR Information into PD² Documents

Before detailing the process to accomplish this task, let's review some of the basics of pulling PR item information into solicitations and awards (including delivery orders). There are three basic ways to bring PR data into solicitation or award documents:

Method 1: Highlight the PR, then select **Procurement > Pre-Award / Award, etc.** This copies all the relevant information from the PR into the new draft award document.

Method 2: This method applies to all documents except delivery orders and delivery order modifications. Unlike Method One, Method Two allows you to pull only a selected portion of the PR information into your new document. Using this method, you create the solicitation or award first, then select **Line Item > Attach** from within the new document. Next, you search and select the appropriate PR. This will open the CLIN selection window where you can choose all or partial quantities of the selected PR line items. Clicking the "Select" button pulls the identified PR line item information into your new solicitation or award.

Matching Multiple PR CLINs to a Delivery Order [continued]



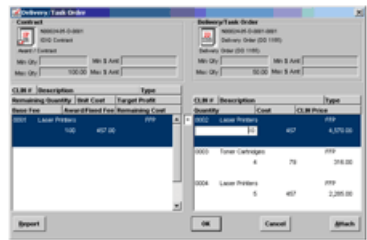
Clicking "Select" brings all or portions of PR line items into your new solicitation or award.

Method 3: This method applies only to issuing orders under existing contract "ordering instruments," such as IDIQ contracts, and is the only method that involves the matchmaker functionality. In the situation described in the opening paragraph, we want to pull several PR items into a delivery order, all of which are covered by a single CLIN in the IDIQ contract. As with such delivery orders, we have three major elements to reconcile: the PR containing the items to be purchased, the IDIQ contract award that we are issuing the order under and the new award (delivery order).

How to Match Multiple PR Line Items in Version 4.2

A Delivery Order or Task Order (DO/TO) can be made from an internal award (within our PD² database) or an external award. A DO/TO can also be created from the combination of an internal award and a PR. In this instance, the PD² matchmaker screen establishes a three-way association between the indefinite delivery type contract, the PR for a DO/TO and the resulting delivery order. To perform this

task, we create the delivery order from the **Procurement > Post-Award > Orders** menu sequence. When we click "OK" on the Create Delivery Order window, the Delivery/Task Order ("Matchmaker") window opens.



By clicking the "Attach" button, we search and select the applicable PR, which will then be displayed on the right (delivery/task order) side of the window. Next, we "match" appropriate IDIQ contract CLINS to PR items by clicking on the corresponding line items in the left and right panes. The "equal sign" indicates when a match has been made. The next step is to click "OK", which — in the above example — will bring PR line item 0002 into the new delivery order as CLIN 0001 for 10 printers. The system will automatically deduct the 10 printers from the IDIQ contract quantity, so the next time a match is made to that CLIN, the left window will show the quantity as 90. The system will also deduct the 10 printers from item 0002 of the PR.

Matching Multiple PR CLINs to a Delivery Order [continued]

Please note the process we just completed can only match one PR line item at a time. If you try matching multiple PR items to the same IDIQ CLIN, the "equal sign" indicating a match will only display and function for the last PR item you clicked on within the matchmaker screen. Each time you set up such a match and click "OK," the system will create a corresponding new delivery order line item.

Summary

To match multiple PR line items to the same Indefinite Delivery Contract (IDC) CLIN, for creating multiple delivery order CLINs, the user must:

1. From within the Matchmaker window, match the PR line item to the IDC CLIN and click "OK." This will create CLIN 0001 on the delivery order and open the delivery order.
2. From within the delivery order, select ***Line Items > DO/TO Match*** to re-open the DO/TO window.
3. Search and select the same PR. Match the next applicable PR line item to the IDC CLIN and click "OK." This will create CLIN 0002 on the delivery order.
4. Repeat steps two and three for each new delivery order CLIN.

Understanding the PR line item matching process can be challenging, especially if you don't use the matchmaker screen on a regular basis.

Please [let us know](#) if you have questions or suggestions for other topics that you would like to see in "Tips and Tricks." ●

We Want to Know What Works for You

Does your site have a method for pulling PR information into PD² documents not mentioned in this article? Or, another tip or trick that can be shared with the rest of the SPS user community? If so, let us know about it. [Send](#) in a short description, and we'll highlight your site.

Continuity of Operations

Your Best Defense Against Data Loss

A recent loss of data, due to an unexpected server crash at a Standard Procurement System (SPS) site, brought to our attention the importance of reliable database backups. No matter how careful and protective you are of your server, situations beyond the control of even the most experienced System Administrators can arise that bring down an office's Procurement Desktop-Defense contracting capability.

Unexpected events, from natural disasters to terrorist activities, can throw a wrench in the most well-maintained servers in the SPS community, possibly leading to catastrophic loss of data.

The best defense against the unknown is to develop and maintain sound database backup procedures as part of your office's Continuity of Operations Plan (COOP). The following are some basic guidelines for backup procedures:

- Automate your backup process to run via a Scheduled Task, so it will never be overlooked
- Backup your databases every night, minimizing data loss should it become necessary to restore from a dump
- Check your backup log every morning to verify that the previous night's dump process completed successfully
- Do not overwrite your backups every night, instead maintain at least one week's worth of viable database backups at all times
- If you have a test database, verify the integrity of your backups by loading the previous night's production database dump into the test environment
- If possible, copy all backups to tapes and store them in a location outside of your office because maintaining two sets in separate locations will ensure that at least one is safe at all times

Enacting a good backup plan will prevent your site from getting caught unprepared in an unexpected situation and protect you from down time while trying to get back into operation. It's never safe to think, "It can't happen to me." ●

— Ms. Deborah O'Rourke, SPS Deployment and Training Manager

Does your site have good database backup procedures not mentioned in this article? Please share them with [us](#).

Who's Who: Mr. Ron Poussard

Mr. Ron Poussard, Deputy Director of Defense Procurement and Acquisition Policy (DPAP) for the Defense Acquisition Regulations System (DARS), oversees the development and implementation of the contracting rules for the Department of Defense (DoD).

Poussard leads the Defense Acquisition Regulations (DAR) council, which creates and maintains the business rules published in the Defense Federal Acquisition Regulation Supplement (DFARS). He also influences federal acquisition policy, collaborating with partners in the General Services Administration and the National Aeronautics and Space Administration to create and maintain the Federal Acquisition Regulation (FAR).

On March 4, Poussard departs DARS to become the Air Force Program Executive Officer for Combat and Mission Support. An information release addressing his departure is available on the [DARS](#) Web site.

Currently, DARS is promoting a major transformation initiative, which began under Poussard's leadership. The initiative removes unnecessary regulations and



Mr. Ron Poussard, Deputy Director, Defense Acquisition Regulations System

captures the useful material in a companion resource, known as the [DFARS Procedures, Guidance and Information \(PGI\)](#). The DFARS PGI will contain procedures, background information, policy and related Defense Acquisition University (DAU) online training to help the acquisition community, including contracting officers and industry, better understand acquisition rules.

"The idea is to put business rules and the information necessary to understand them in one place," notes Poussard. DFARS PGI will improve the

responsiveness and transparency of DoD's rulemaking processes.

"We have to stop thinking about the regulations like they're books on a shelf and start looking at them like they're tools we must use to meet mission needs."

— Mr. Ron Poussard, DPAP Deputy Director for DARS

SPS Connection: What's your role in DoD's business process re-engineering? Please provide an example.

Poussard: We represent the policies and procedures business systems should incorporate if the systems are to be useful. The FAR and the DFARS are the fundamental tools governing DoD's acquisition business processes, and a tool set based on these rules should be in every business system. So, essentially, business system developers need to understand and take into consideration the business rules when they develop the systems that implement the contracting process.

Every contracting clause we write has criteria for when it's to be used. The Standard Procurement System (SPS), for example, can be programmed to use the correct clauses given the business situation.

SPS Connection: What's the value in standardizing processes and systems across DoD?

Poussard: Standard processes allow us to put one face to our customers. So, when a company wants to do business with DoD, they can bid on contracts from multiple agencies without encountering significantly different sets of procedures for each organization.

Standard processes, however, do not mean that contracting officers are discouraged or prohibited from tailoring strategies where appropriate. On the contrary, standard processes should free up decision makers to focus on the unique circumstances of an acquisition, the strategy, the contract and performance.

SPS Connection: Do you believe SPS will play a significant role in improving business processes? Why or why not?

Poussard: Yes, any system that improves DoD's ability to capture and better interpret contracting data is going to help business processes.

We have to do a much better job with sourcing requirements, competing and reaching out to industry, which we can't do effectively today without the new set of tools the Internet provides. When we have that capability, then it's going to really help our contracting officers be better prepared to plan for, negotiate, award and administer contracts.

SPS Connection: Where do you see SPS headed?

Who's Who: Mr. Ron Poussard [continued]

Poussard: I believe DPAP is on the right track by moving current capability towards the Web and looking at available alternatives. Contracting officers of the future should not be tied to their desks to do their jobs. They'll be able to go virtually anywhere and log into the system to meet customer needs.

SPS Connection: Considering the transitioning nature of the Acquisition Domain and the ever-changing nature of policy, what challenges do you face translating policy into business systems? How do you deal with these challenges?

Poussard: For too long, system developers, and policy developers have failed to connect effectively. The systems have been designed based on a rule set but without regard to how rule structures are changing. In turn, those people writing policy sometimes do so without knowing what systems capabilities are. Both groups have essentially been working in vacuums.

Sometimes those designing a system do so without realizing they're affecting policy, maybe even doing so in a way that's inconsistent with policy. On the other hand, policies are often developed that can't be programmed.

This becomes a problem when contracting officers in the field run into a situation where the system doesn't do what the policy says. They know they have to follow the policy, but the policy can't be implemented in the system. As a result, they end up using manual applications to write contracts because they can't get the policy to work with the system.

To avoid these situations, we are committed to working with Acquisition Technology & Logistics' E-Business community to bring the two sides together. But, not in a way that policy drives the system, or the systems drive the policy. I think that's an old way of looking at it.

In other words, if the policy writers know what systems can do, we might alter how we structure policy. And, if we communicate better with the systems folks, so they know what we want to achieve with policy, they might be better able to implement policy rules in the systems.

SPS Connection: What are you doing to open up communications between the policy makers and those who need to understand policy?

Poussard: We're linking key information to the rules in a way that gives the acquisition community what we need to better understand the rules without unnecessary content. As mentioned earlier, [DFARS PGI](#) is an online resource that makes information on certain topics available to contracting officers, industry and the public in the place our users expect to find it.

We're putting the rules and the supplementary information together in one place. Now, when contracting officers read business rules in the DFARS and need to understand them, they have access to information telling them what the rule is, why the rule exists and what it means to the community.

Who's Who: Mr. Ron Poussard [continued]

In the near future, we'll be adding DAU's continuous learning modules, so we marry policy, procedures and relevant training all in one place for worldwide access.

SPS Connection: Aside from DFARS PGI, where can readers find out more about your organization?

Poussard: The new DPAP Web site has a link to the [DARS](#) Web page, which is also the location of the official DFARS.

SPS Connection: Is there anything else you'd like to share?

Poussard: Yes, we've been transforming the DFARS for more than a year now. We want to make the regulations more concise and publish information useful for contracting officers, industry professionals and the public. And, we want to write it in a way that uses clear English and is easy to understand. The [DFARS PGI](#) is a critical component in this effort, so I encourage everyone to visit and provide feedback. ●



On March 4, Poussard departs DARS to become the Air Force Program Executive Officer for Combat and Mission Support. An [information release](#) addressing his departure is available on the [DARS](#) Web site.



PGI: A Resource for SPS Users

The Defense Acquisition Regulations System (DARS) now offers contracting professionals a single-access point to internal Department of Defense (DoD) acquisition procedures, policy and training. Procedures, Guidance and Information (PGI) is a new, companion resource to the Defense Federal Acquisition Regulations Supplement (DFARS) and is found with the DFARS on the [DARS Web site](#).

The DFARS Transformation Initiative Creates PGI

PGI was created out of a transformation effort to move internal DoD procedures and guidance out of the DFARS. In 2002, the Under Secretary of Defense for Acquisition, Technology and Logistics initiated an extensive review of the DFARS and the regulatory process maintaining it. The result was a decision to streamline the DFARS' content by removing obsolete information and internal procedures and guidance.

The internal procedures and guidance text were moved into PGI, since Department contracting professionals may still use the information to do their jobs.

PGI Release Comes in Two Increments

DARS is releasing PGI in two increments.



Increment One of PGI was released in October 2004 and introduces the new [DFARS PGI Web site](#). The first increment consists of the initial set of PGI documents - containing non-regulatory, internal DoD procedures, guidance and supplemental information. Additionally, many PGI documents are supplemented with related training provided by the Defense Acquisition University and/or supplemental information pertinent to contracting professionals' jobs.

Policy documents affecting regulations are also provided in PGI as they're

PGI: A Resource for SPS Users [continued]

released by the Director of Defense Procurement and Acquisition Policy.

Increment Two (Inc 2) will complete the integration of training, policy and supplemental information within PGI, reword PGI into an easier to read prose format and provide interpretation of some of the parts of the DFARS by explaining:

- Why we have this
- Why it's important
- How to implement it

Inc 2 will also deploy the DFARS Transformation Integrated System (DTIS), a knowledge management system for the case process. DTIS is an internal, DARS system to improve the DFARS case process and will impact the acquisition community immediately:

- Case process will be tracked by the DTIS system, which will record every step a case takes
- DTIS will provide increased visibility to the public and industry
- Public comments made through the DARS Website will be collected by DTIS making it easier for users' comments to be tracked and viewed by DARS

PGI Meant to Help Acquisition Professionals be More Effective

Though only in its infancy, PGI is becoming an important Web-based tool to help DoD's acquisition professionals be more effective in their jobs. Through research and combining forces with other defense and federal agencies, PGI will provide:

- Training links to approved government courses
- Supplemental information to assist the duties of the acquisition professional
- Policy affecting the individual PGI and DFARS parts

In supporting the Warfighter, contracting professionals can add PGI to their arsenal of acquisition weaponry. With PGI, the available training, policy and supplemental information resources, provide ways SPS users can hone their acquisition skills. ●



PGI only contains the information acquisition professionals need to perform their duties.

PGI assists the SPS users' mission by:

- Providing internal-DoD procedures, guidance and information
- Providing training links to approved government courses
- Showing supplemental information on DFARS and PGI parts and subparts
- Listing DoD policy documents relevant to the DFARS in PGI

Ask the Editor

Have a burning question about SPS? We want to hear from you.

The SPS Connection's goal is to deliver useful, timely information about the Standard Procurement System (SPS) to users on a regular basis. However, we're aware there are a lot of questions out there that we're not addressing. So, we've opened a new section in the newsletter for you, the readers, to send in your questions about the Program in general, functionality, related acquisition programs, etc. and a member of the team at Joint Program Management Office (JPMO) will respond.



SPS Team, Are there any SPS/Procurement Desktop-Defense (PD²) Web or computer-based training (CBT) programs/modules available?

— SMSgt Joel Howard, California Air National Guard

Yes, we have a CBT module for Version 4.2 Increment 1 (v4.2.1) and a delta CBT for v4.2.2 — each SPS user site should have copies of both CBTs. If copies aren't available at your site, you should contact your Desk Officer. Additionally, we are working on CBTs, which will be available beginning in April, for each of the current instructor-led training courses.

— Ms. Deborah O'Rourke, SPS Deployment and Training Manager

Can you tell me the best way for someone starting out from ground zero to pursue SPS training? I'm the focal point of contact on acquisition matters in a non-acquisition directorate.

— Mr. Charles Eaddy, Headquarters, Department of the Army

For individuals not using the SPS application on a daily basis but who need to be familiar with the application, the best way to learn about the Program is to work through the CBTs that are currently available. You may also use the training materials available on the Center of Excellence Web site in conjunction with the SPS application and the PD² Advisor tool.

— Ms. Deborah O'Rourke, SPS Deployment and Training Manager

SPS Connection Editorial Notes

As the delivery of SPS v4.2.3 draws closer, the JPMO is pulling more resources to develop test scenarios - to make sure Increment 3 meets users' needs. SPS User Satisfaction Manager Bob Parillo offered to participate and is now devoting much time to the test scenario efforts. Mr. Parillo is still involved in the newsletter; however, Mr. Frank Varacalli, a member of the JPMO support team, has stepped in to help with the newsletter as well.

Speaking of v4.2.3 testing, the JPMO is looking for volunteers to review and comment on proposed test scenarios via the Web. If you're interested in volunteering, please contact your [Desk Officer](#). ●

We Want to Know What Works for You

Does your site have a useful tip or trick that can be shared with the rest of the SPS user community? If so, let us know about it. [Send](#) in a short description, and we'll highlight your site in "Ask the Editor."



The
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Connection

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Click here to send your SPS-related comments, questions, or issues to SPS Desk Officers.

The SPS Connection welcomes all articles, photos and letters from SPS users and the community at large. Please send your input to [The SPS Connection Editor](#).

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SPS Socket Results



Have you plugged into the socket yet? Cast your vote below.

What is your role at your location regarding SPS?

- ☐ Buyer/Negotiator
☐ Contracting Officer
☐ Sys. Admin.
☐ Other

 [Submit](#)

March/April

What is your role at your location regarding SPS?

Buyer/Negotiator
15%

Contracting Officer
13%

Sys. Admin.
53%

Other
19%

130 respondents

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